

FACT SHEET

DPW

BRENDA HENDERSON (7-3955)

05 February 2004

AFZF-PW-PPD

SUBJECT: Transfer of Unaccompanied Personnel Housing (Barracks) Furniture by Hand Receipt Holders

PURPOSE: To provide information on the responsibilities of the Hand Receipt Holder for signing or transferring barracks furniture from the Furniture Management Office (FMO).

FACTS:

1. The Rear Detachment Commander should have already established a FMO hand receipt. The new hand receipt holder will sign for the furniture at FMO the same day as the inventory is conducted.
2. Incoming commander must conduct a joint inventory with the current hand receipt holder and sign for the furniture at FMO. If there is a discrepancy in the quantities, the current hand receipt holder must initiate a Report of Survey within 5 days after discovering the shortages.
3. Hand Receipt Holders are responsible for initiating all report of surveys, cash collection vouchers, statement of charges and requests for equipment adjustments. Hand Receipt Holders are responsible for notifying FMO when the final actions have been completed.
4. A Hand Receipt Holder of one unit will not allow property to be transferred to another unit unless approved by FMO. When property is loaned for a period of more than 30 days, the property must be laterally transferred. Property loaned to a unit for less than 30 days must be returned to the Hand Receipt Holder at the end of the 30-day period.
5. No property will be accepted for turn-in if damaged is other than fair wear and tear (FWT), unless there is a damage statement attached and signed by the Hand Receipt Holder.
6. POCs for FMO are Bill Manning/David Trueblood, 287-2678; Billy Jennings, 187-1061; June Chambers, 287-7587 and Rita Fournier, 287-3678. FMO is located in Bldg 4223 on South 78th Street.

AUTHENTICATION: COL Randall J. Butler

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